
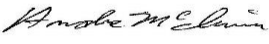




HOWARD COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURE

	SUBJECT:	Inmate Rights, Discipline and Services
	P & P #:	H-735
	TITLE:	Special Management Unit
	EFFECTIVE DATE:	September 7, 2016
	REVIEWED BY:	 Andre McInnis, Classification Supervisor
	REVIEWED BY:	 Patricia Schupple, Deputy Director
	AUTHORITY:	 Jack Kavanagh, Director

POLICY: The Howard County Department of Corrections maintains a housing unit for inmates who require special management and cannot be housed in general population. The Special Management Unit (SMU) provides a level of housing which is more supervised than general population, while not having the restricted movement and activities as administrative segregation. Inmates housed on SMU are expected to be compliant in their behavior with rules and regulations. The SMU will have yard, library and out-of-cell activity similar to general population units.

REFERENCES: MCCS ADC Standards .01 P, .02 N, R, .06; A and HCDC Policy D-300 Classification, Post Orders 0 and 22.

DEFINITIONS:

SMU: Special Management Unit is a designated housing unit which is separate from general population and is utilized for individuals who require more supervision and management than general population.

Under no circumstances shall there be designated housing or programs for lesbian, gay, bisexual, transgender or intersex inmates based solely on their gender status or identification.

QHCP: A Qualified Health Care Professional is a staff member of the medical contractor such as doctor, nurse, nurse practitioner, or physician's assistant.

PROCEDURES:

I. Eligibility

The Special Management Unit (SMU) shall house inmates who:

- A. Require protective custody status;

- B. Are stepping down from suicide watch or other fifteen (15) minute intensive monitoring;
- C. Are recommended by medical and/or mental health staff for placement or have medical conditions which require special housing;
- D. Are unable to be housed in general population; and/or
- E. Have special needs and have been approved by the Director, Deputy Director, Security Chief or Designee.
- F. Are not deemed to be predatory or have a history of institutional violence.

II. Placement and Review Process

- A. An inmate may be recommended for placement in SMU by the Shift Leader/higher authority or the QHCP/MHP pending classification review. The Shift Leader/higher authority shall document the reason for the placement in an incident report and shall ensure that a copy of the report is submitted to Classification Supervisor, Deputy Director and Director. This recommendation shall be reviewed the next business day absent exigent circumstances. Inmates may be placed in a receiving unit or administrative segregation pending review by classification for SMU placement.
- B. Classification staff may recommend assignment of an inmate to SMU and shall review other placements made to SMU within four (4) working days of the initial placement on the unit. The Deputy Director/Designee or higher authority shall review all classification recommendations for placement and continued housing on the SMU.
- C. An inmate on SMU shall be reviewed by a Classification action at least every two (2) weeks. The Classification team for SMU may include members of custody staff, mental health and medical staff. Information about the progress and behavior of the SMU inmate shall be obtained from custody and program staff and shall be used in determining the continuing status of the inmate.
- D. Custody supervisors, mental health staff or classification staff may initiate a request to have an inmate scheduled for review at any time.
- E. The Security Chief, Deputy Director or Director may place an inmate on SMU and in such circumstances shall notify the classification supervisor of such action.
- F. Only the Director/designee can authorize the placement of restrictions such as lock-in beyond 24 hours of any individual inmate on this unit.

III. Removal from SMU

- A. An inmate assigned to the SMU may be removed from the unit by authority of the shift supervisor/higher authority due to behavior problems.

- B. If an inmate is removed from SMU, the inmate shall be housed in a single cell pending reclassification. Any behavior problems shall be documented in writing. A copy of the report shall be submitted to the Deputy Director and Classification Supervisor for review and a Classification action shall be initiated to review the removal, unless removal was ordered as a result of an adjustment hearing recommendation approved by the Director.
- C. An inmate who was placed on the SMU by medical or mental health staff may be recommended for removal by medical or mental health staff. Such requests for removal shall be in writing to the Classification Supervisor or higher. A classification action shall be initiated to review the request and recommend action to the Director/Deputy Director/Designee for review and approval.

IV. Conditions of Confinement

To the extent possible, the conditions of confinement to the SMU shall be similar to that of the general population.

- A. Property – Inmates in the SMU shall be allowed to have the same property as general population inmates except for razors. Razors shall be issued by the 8 x 4 shift at least once per week. The razors shall be collected immediately after use. Inmates on SMU must be under direct supervision of a correctional officer while using a razor.
- B. Recreation – Absent extenuating circumstances, inmates in the SMU shall be allowed to have congregate day room activities to include their meals. SMU inmates shall have access to a television and the inmate phone. As weather permits, SMU inmates shall be allowed to participate in outside recreation similar to the general population. SMU inmates shall recreate as a unit and shall not recreate with any other inmates.
- C. Resource Center – SMU inmates shall be allowed access to the resource center. They shall not be mixed with other inmate populations when using the resource center.
- D. Commissary – Inmates in the SMU shall be allowed the same commissary items as general population inmates.
- E. Visits – Inmates in the SMU shall generally have visits on Thursdays and Saturdays from 11:00 a.m. until 12:30 p.m.
- F. Haircuts – Inmates in the SMU shall generally be allowed haircuts every other week. The 8 to 4 shift shall ensure that SMU inmates receive their haircuts.
- G. Jumpsuits – SMU inmates shall wear designated jumpsuits. SMU inmates shall wear their designated jumpsuits whenever they are out of their housing unit.
- H. Programs and Religious Services – Due to the requirement to house SMU inmates separately, the assignment to activities outside the unit or to programs is not possible unless specifically approved by the Director/Deputy Director.

To the extent possible, an inmate on SMU may be afforded work books, etc. to assist in education, religious interests, etc. The Chaplain or religious volunteer may visit the SMU and meet with the inmates on SMU. Programs administered by outside agencies may be allowed dependent upon staffing levels.

- I. Job Assignments – Classification to a job assignment is limited to in-house sanitation.

V. Out of Unit Escorts

Inmates leaving the SMU shall be escorted by certified correctional staff at all times. Absent extenuating circumstances, SMU inmates do not require use of restraints when being escorted out of the unit.

VI. Security Rounds

Under normal conditions, security rounds shall be conducted every 30 minutes. The shift supervisor may increase rounds as necessary. Inmates shall be allowed access to their cells (if in a celled unit) every 30 minutes unless there are extenuating conditions.

VII. Classification Staff Visits

Under normal conditions, classification staff shall visit the unit at least once per week to address any classification concerns and other program issues. Any unusual concerns shall be reported to the Security Chief, Deputy Director and Director.

ATTACHMENTS: None

RESCISSIONS: HCDC Policy H-735 Special Management Unit effective, June 23, 2015.